



COMMUNAL CLEANING (INTERNAL & EXTERNAL) SCHEDULE

Name of Estate: Coniston Way

Address: 51 Coniston Way – Flats A-D, N17 0EX

Bin collection day: Fortnightly -Thursdays

Bins to be rotated on; ____EACH VISIT____

Frequency of attendance by the cleaner: Once a month – last Friday of month

Days for attendance by the Estate Officer: Last Friday of each month

Description of core tasks and works required	Frequency
Paths, roadways & courtyards	Each Visit
Litter removal from communal areas, grassed areas & shrubs	Each visit
Graffiti and chewing gum removal	To be checked at each visit
Security of tank and meter rooms	Each Visit
Cleanliness of windows	4 Times a year
Cleanliness of ledges & window cills	Each visit
Cleanliness of light fittings & working condition	As required
Sweeping & washing of communal stairs & landings. Washing down of tiles and painted walls	Each visit
Entrance halls and lobbies	Each visit
Handrails, ledges and banister rails	Each visit
Cleanliness of walls in communal areas	Each visit
Bin chambers, Rubbish Chutes & Communal Bins	Each visit
Security and tidiness of intake rooms and dry stores	Each Visit
Grounds Maintenance – grassed areas	Fortnightly in Season
Grounds Maintenance – weed clearance around borders and hedges	Twice a month or as directed by ISHA
Grounds Maintenance - shrub bed & hedge maintenance	Twice a month or as directed by ISHA